



Road to Recruitment

Process for Hiring



Hiring Manager requests new hire with HR Dept.



Hiring Manager completes the Employee Record Change form



Hiring Manager to review/create job description for job posting



When applicants complete application, the Hiring Manager receives notifications from HireCentric



Applicants are directed to www.wvpa.com to apply online with HireCentric



HR Dept. posts the job on the applicable job boards



Hiring Manager selects candidates for phone screens and/or face-to-face interviews



HR Dept. Schedules phone screens and/or interviews within 3 business days



Phone screens and interviews are conducted within a 2-3 week timeframe



HR Dept. conducts reference checks. Takes up to 3 business days to complete



Hiring Manager selects candidate(s) for final interview and notifies HR Dept.



Hiring Manager meets with HR Dept. to compare interview notes



HR Dept. conducts background screening. Takes up to 1 week



Drug screening is conducted by HR Dept. Takes up to 1 week



Offer letter is created by HR Dept. and provided to Hiring Manager



Offer letter is mailed to candidate by HR Dept.